



## 2010 Benefit Forms Processing Schedule Monthly-paid Employees

<b>Benefit Changes (UPAY 850 forms) due to HR Benefits by 5:00pm for processing</b>	<b>Benefit Changes reflected in paycheck</b>
Wednesday, January 20	February 1, 2010
Wednesday, February 17	March 1, 2010
Monday, March 22	April 1, 2010
Wednesday, April 21	April 30, 2010
Friday, May 21	June 1, 2010
Friday, June 18	July 1, 2010
Wednesday, July 21	July 30, 2010
Friday, August 20	September 1, 2010
Wednesday, September 22	October 1, 2010
Thursday, October 21	November 1, 2010
Wednesday, November 17	December 1, 2010
Friday, December 10	January 3, 2011